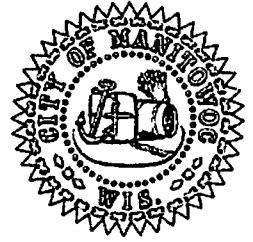




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



September 23, 2020

Sonia Vasquez
Lakeshore's United Visionaries
965 S. 37th St.
Manitowoc, WI 54220

RE: Unity Walk – September 27, 2020

Dear Ms. Vasquez:

Your request to hold the Unity Walk from the Briess lot to Washington Park on the sidewalk educational speakers at the park, and the use of electricity, was acted upon by the Special Events Committee at the meeting of September 23, 2020.

At said meeting, the Committee approved your request.

Please note that alcohol is not allowed at the park unless a waiver has been received from the Manitowoc Common Council.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived.

The organizer is encouraged to make public service announcements regarding social distancing and hand washing, etc.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

If you have any questions, please contact me at 686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

Enclosure

cc: Special Events Approval Group

Deborah Neuser, CMC, City Clerk
CITY HALL · 900 Quay Street · Manitowoc, WI 54220-4543
Phone (920) 686-6950 · Fax (920) 686-6959 · dneuser@manitowoc.org

Conditions for Special Event Permit

X
At least 10 days prior to your event, in accordance with City policy, please have your insurance agent submit a certificate of insurance along with additional insured endorsement to my office to evidence your organization's liability insurance coverage. To expedite, please fax to 920-686-6959 or e-mail to mreedkadow@manitowoc.org. Special Events Insurance Requirements are also enclosed. If beer or wine is being served, you will need to provide liquor liability in the amount of \$500,000 each occurrence and \$500,000 aggregate. If you have a bounce house on City property, coverage must state it specifically covers bounce house.

____ Please bring your tavern license to the City Clerk's office prior to your event to have the extended premises added to your license.

____ City policy allows for the extension of a licensed premises to include an outside area, with the understanding that the entire area will be completely fenced in with access through the door of your premises or through the gate of the fenced-in area only. Alcoholic beverages can only be consumed inside the premises and in the fenced-in area. Please contact the Chief of Police at 686-6573 to arrange details for fencing the licensed area.

____ A non-profit or bona fide club may apply for a Temporary Class "B" license for the beer stand in the City Clerk's Office in City Hall. A licensed bartender must be at the premise at all times.

____ Contact the County Health Department at 683-4155 to obtain information about a food license.

____ All vendors must have a direct seller permit which can be obtained from the City Clerk's Office at City Hall, except for 1) vendors selling prepared food and/or beverages for immediate consumption; 2) any person selling goods or services at a flea market, art fair or similar event involving five or more direct sellers and sponsored by a permanent resident of Manitowoc County.

____ Please note that event organizers are responsible for contacting Diggers Hotline at least 3 business days prior to placing stakes or fence posts in the ground. Contact the Department of Public Works, 2655 So. 35th St., at 686-6550 to obtain a stake permit.

____ If you require the use of barricades or orange cones, please contact the Department of Public Works at 686-6550, located at 2655 So. 35th St., prior to 2:30 P.M. between Monday and Friday to obtain details and pricing information for the use of the City equipment. If you are closing off a street, you shall provide traffic control barricades.

____ In advance of your event, you are encouraged to notify the residences and/or businesses that may be affected by this street closure, in order to allow them time to make any necessary arrangements.

____ For the use of the Metrostage, benches, trash barrels, etc., please contact the Parks Department at 686-6518.

____ To arrange for the use of the baseball diamond at the park, and use of various equipment, you will need to contact both the Parks Department at 686-6518 and the Recreation Department at 686-3060.

____ The telephone number to arrange for Manitowoc City Police Department assistance with your event is 686-6573.

____ Contact the Fire Department at 686-6540 to obtain a fireworks permit.

____ Waiver of the noise ordinance was approved from _____ to _____.

SPECIAL EVENTS: Insurance Requirements

	LARGE	MEDIUM	SMALL
<i>Commercial General Liability Coverage¹</i>			
Each Occurrence	\$1,000,000	\$1,000,000	\$500,000
Damage to Premises	\$1,000,000	\$1,000,000	\$500,000
Medical Expenses ²	\$5,000	\$5,000	\$5,000
Personal & Advertising Injury	\$1,000,000	\$1,000,000	\$500,000
General Aggregate	\$2,000,000	\$2,000,000	\$1,000,000
Products & Completed Operations	\$1,000,000	\$1,000,000	\$500,000
<i>Automobile Liability:³</i>			
<i>Either Combined Single Limit or Bodily Injury & Property Damage Coverage</i>			
Combined Single Limit	\$500,000 each accident		
Bodily Injury	\$250,000 each person \$500,000 each accident		
Property Damage	\$100,000		
<i>Worker's Compensation and Employers' Liability</i>			
Worker's Compensation	as statutorily required		
Employer's Liability	\$100,000/accident, \$500,000 disease policy limit, \$100,000 disease/employee		
<i>Liquor Liability⁴</i>			
Liquor Liability Coverage	\$500,000 each occurrence, \$500,000 aggregate		

All insurance for special events is required to be primary coverage and any insurance or self-insurance maintained by the City of Manitowoc, its officers, Council members, agents, employees, or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in full force throughout the entire event, including the clean up period after the event.

The City of Manitowoc and its officers, Council members, agents, employees, and authorized volunteers shall be listed as Additional Insured on General Liability Coverage, Comprehensive Automobile Coverage and Umbrella Coverage. An Additional Insured Policy endorsement must accompany the Certificate of Insurance. **PLEASE NOTE:** this is a separate document from the certificate of insurance.

A copy of the certificate of insurance must be on file with the City Clerk at least 10 days prior to the event occurring. The City of Manitowoc requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage. The insurance coverage must be provided by an admitted carrier in the State of Wisconsin.

¹ Claims made policies are not acceptable.

² For any one person.

³ Must apply to any automobile, whether owned, non-owned, or hired.

⁴ Required if alcohol is being served

INSURANCE REQUIREMENTS

- (a) For insurance purposes, there are three classes of events: Large Events, Medium Events, and Small Events. Each class has its own characteristics. The City reserves the right to make a final determination of the event's classification and the related insurance requirements that will be imposed upon the event organizer.
- i. **Large Events:** Any event requiring a street closure in the area bounded by Marshall Street on the South, Lake Michigan on the East, State Street on the North, and 10th Street north of the Manitowoc River and Franklin Street south of the River on the west (shown on Exhibit B) or any event whose attendance is anticipated to be greater than 5,000 people, events with amusement devices, pony rides, bleachers used to seat more than 5,000 people or fireworks displays. This category includes, but is not limited to, parades, concerts, bike races, auto shows, circuses, and sidewalk sales.
 - ii. **Medium Events:** Any event whose attendance is expected to draw between 250 and 5,000 people. This category includes but is not limited to parades, concerts, dances or shows.
 - iii. **Small Events:** Any event expected to draw less than 250 people. This category includes, but is not limited to, block parties, plays, private gatherings in parks, or similar events.

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 9/23/2020

EVENT NAME: Unity Walk

ORGANIZER: Lakeshore United Visionaries & PFLAG Manitowoc

E-MAIL ADDRESS: sonia.mm.vasquez@gmail.com

EVENT DATE: 9/27/2020

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Walk from the Briess lot to Washington Park on sidewalk; educational speakers at the park; use of electricity; event from 2 to 4:30

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

APPROVE	DENY
Karl Koch / SR	
Jason Freiboth / SR	
Dan Koski / SR	
Liz Majerus / SR	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

1) A reminder that alcohol is not allowed at the park unless a waiver has been received from the Manitowoc Common Council. 2) When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event. 3) Organizer is encouraged to make public service announcements regarding social distancing & hand washing, etc.

City of Manitowoc SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

- 1. Name/Description of Event: Unity Walk
- 2. Date of Event: 09/27/20 If multiple days, Start Date: N/A End Date: N/A
Include dates and times needed for setup and take down / cleanup.
- 3. Time Event will Begin Setup: 145 AM PM Actual Start Time: 2 AM PM Finish Time: 430 AM PM
- 4. Name and Complete Address of Organization/Individual Organizing the Event:

Lakeshore's United Visionaries * PFLAG Manitowoc
Name of organization responsible for event

Sonia Maria Vasquez Telephone # PRIOR TO event (920) 445-4478
Name (first, middle, and last) of event organizer

Amanda Whorley Telephone # DURING event (920) 242-5784
Contact name DURING event (if different)

965 S. 37th St. Manitowoc, WI 54220
Street Address

City, State, Zip E-mail address Sonia.mm.vasquez@gmail.com
of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

- 5. Location of the Event: *Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.*

We will be walking in Unity from the Briess Parking Lot to Washington Park, (ETA 245pm) for educational speakers (will be using sound amplifying device for speakers). We have scheduled the event to conclude by 430pm and will be cleaning any mess up - although we don't expect to have any. Attached is planned route.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? Washington Park No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?
N/A

Have you reserved the park &/or park facilities? Yes No *If no, please contact the Parks Division at (920) 686-3580.*

Does the event require streets to be closed? Yes No *If yes, which street(s):* _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No - only during walk.

A/R
5441



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? No more than 60

How many vendors will be at your event? 0 How many vehicles? 0

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: 2:45pm - 4pm

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions

Will any of the following services be required? Clean-up Street-sweeping N/A

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? Indoor Outdoor N/A

Please describe the toilet facilities that will be provided, including their locations and the number of units: _____

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale service of beer and or wine.

Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5. **N/A**

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

N/A

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total	
Barricades							
2'	_____	X	_____	X \$3.00	=	_____	Flashers _____
3'	_____	X	_____	X \$3.00	=	_____	Flashers _____
8'	_____	X	_____	X \$4.00	=	_____	
Rail type-long	_____	X	_____	X \$2.00	=	_____	
Rail type-short	_____	X	_____	X \$2.00	=	_____	
Channelizer Drums	_____	X	_____	X \$3.00	=	_____	
Cones							
18"	_____	X	_____	X \$1.50	=	_____	
28"	_____	X	_____	X \$1.50	=	_____	
Safety vests	_____	X	_____	X No charge	=	No Charge	
Snow fence							
Rolls	_____	X	_____	X \$4.00	=	_____	
Posts	_____	X	_____	X No Charge	=	No Charge	
Post driver-pounder	_____	X	_____	X No Charge	=	No Charge	
Traffic signs	_____	X	_____	X \$2.00	=	_____	Description _____
	_____	X	_____	X \$2.00	=	_____	Description _____
	_____	X	_____	X \$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X \$3.00	=	_____	Description _____
	_____	X	_____	X \$3.00	=	_____	Description _____
	_____	X	_____	X \$3.00	=	_____	Description _____
Other (list items and amounts)							

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	X \$5.00	=	_____	
Park benches	_____	X	_____	X \$7.00	=	_____	
Picnic tables	_____	X	_____	X \$7.00	=	_____	
Risers, platform	_____	X	_____	X \$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X \$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X \$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X \$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X \$15.00	=	_____	
Trash cans	_____	X	_____	X No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	X \$240.00	=	_____	
Other (list items and amounts):							

TOTAL RENTAL CHARGES _____

*Include the day of return but not the day of pickup/delivery. Items must be picked returned weekdays between 7:00 am and 2:30 pm

**The handwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event? Yes No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe:

Amanda Whorley
Name of Security Coordinator

(920) 242-5784
Phone # before event

() _____ - _____
Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
The City reserves the right to require a detailed written public safety plan.

11. **Fees & Reimbursement:** Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s):

This is a peaceful & educational event, no revenue of any kind will be collected.

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

Yes No

If yes, explain and list specific charges

What are your estimated revenues and what will the revenues be used for?

Ø

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 01 / 03 / 1989

Signature of Applicant: Amanda Whaley

Date: 09-17-20

